

# City of Franklin Addendum No. 2 to

Purchasing Office Solicitation No.: 2014-015

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1. Solicitation identified: This Addendum No. 2 applies to the following procurement:  
**propane fuel service for lawn mowers**  
**Purchasing Office Solicitation No.: 2014-015**
2. Notice to Proposers publication date: **November 14, 2013**
3. Solicitation release date: **November 12, 2013**
4. Addendum No. 1 release date: **December 5, 2013**
5. Addendum No. 2 release date: **December 6, 2013**
6. Deadline for optional submittal in writing of questions seeking to revise or clarify any aspect of this procurement solicitation: **~~November 26, 2013, 2:00 p.m. Central Time~~  
December 10, 2013, 2:00 p.m. Central Time**
7. Proposals submittal deadline and scheduled opening: **December 17, 2013, 2:00 p.m. Central Time**
8. Tentative date of release of City's tabulation of proposals received and notice of intent to award: **January 10, 2014**
9. Tentative date of award: Date on which is tentatively scheduled to be awarded the selection of the proposal that best meets the needs of the City: **January 28, 2014**
10. Addendum:

In reference to the City of Franklin's November 12, 2013 Purchasing Office Solicitation No. 2014-015 for propane fuel service for lawn mowers, the City has been asked certain questions about the solicitation by one or more vendors who are potential proposers.

The purpose of this Addendum No. 2 is to provide to all vendors who are known or thought to be interested in responding to the referenced solicitation the City's responses to the questions that have been asked to date.

Please note that the submittal deadline and scheduled opening of all proposals received remains unchanged and is:

**December 17, 2013, 2:00 p.m. Central Time**

Below are the questions asked to date and the City's responses thereto:

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Q1: Is the only pricing being required by the City the price of the fuel and infrastructure?

A1: No. A complete and responsive bid will include pricing quoted for the following two (2) separate categories of services:

- Quoted all-encompassing unit price per gallon for the delivered propane and all other products provided and services rendered on a recurring basis, such price per gallon to be expressed in terms of U.S. dollars above a published commodity index or other benchmark pertaining to the service provider's cost of supplying propane. The price per gallon shall include the delivered propane, the provided cylinders and the provided storage lockers or cages.
- Quoted all-encompassing fee established in response to this Request for Proposals for the non-recurring costs to the City of the conversion of the mowers designated to participate in the program to be converted from gasoline-powered to propane-powered, such fee to be on a price-per-mower basis. The quoted fees for non-recurring charges shall be offered as an option that may be accepted or declined by the City without jeopardizing the City's ability to accept the quoted fees for recurring charges.

Q2: The City uses the words "option" and "optional" throughout the request for proposals in reference to converting mowers from gasoline-powered to propane-powered. Does this mean it is the proposer's option whether to offer and quote pricing for the conversion service?

A2: No, use of the words "option" and "optional" in reference to converting mowers from gasoline-powered to propane-powered means it is the City's option whether to accept the quoted pricing for the conversion service. A complete and responsive bid will include pricing quoted for both of the categories of services listed in A1 above.

Q3: The City defines mower conversion to "include (a) making the mower engine propane-ready, and (b) making the mower body ready to carry, according to industry best practices, a quantity of cylinders sufficient for normal operations." Does the City intend for "making the mower engine propane-ready" to mean using a carburetor, using an adaptor or putting a line into the gasoline carburetor?

A3: The City intends for the phrase "making the mower engine propane-ready" to mean that the mower engine is converted, using whatever method is recommended by the bidder that is consistent with industry best practices, from being able to burn gasoline to being able to burn propane.

Q4: Does the City intend for "making the mower body ready to carry, according to industry best practices, a quantity of cylinders sufficient for normal operations" to involve a certain quantity and size of cylinders?

A4: The City intends for the phrase "making the mower body ready to carry, according to industry best practices, a quantity of cylinders sufficient for normal operations" to involve a minimum of one (1) cylinder per mower, but more if practicable and recommended, and to involve cylinders of a size recommended by the bidder that would allow the mower to operate as long as possible before having to exchange the cylinder(s).

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11. Acknowledge receipt of addendum: Proposers shall acknowledge receipt of this addendum on the Proposal Submittal Form in the space to the right of the text on that form that reads, "Receipt acknowledged of any and all issued addenda to this solicitation."
12. Questions, requests for clarifications, and requests to revise the procurement solicitation; addenda: The deadline for optional submittal in writing of questions seeking to revise or clarify any aspect of this procurement solicitation has been extended to December 10, 2013. To ask questions, to request clarifications about any aspect of this procurement solicitation, or to request revisions to the procurement solicitation prior to the deadline for optional submittal in writing of questions seeking to revise or clarify any aspect of the procurement solicitation, please contact:

City of Franklin Purchasing Office  
Franklin City Hall, Suite 107  
109 3<sup>rd</sup> Ave. South  
Franklin, TN 37064  
[purchasing@franklin.tn.gov](mailto:purchasing@franklin.tn.gov)  
Tel: 615/550-6692  
Fax: 615/550-0079

Depending upon the inquiry, the City may request that the question, request for clarification, or request for revision be submitted in writing, whereupon the City may make all vendors known or thought to be interested in the solicitation aware of the inquiry and of the City's response thereto.

13. Communication with City during procurement phase: Any questions about either the content of or the procurement process pertaining to this procurement solicitation should be addressed as described above. Until the procurement award has been made, vendors shall not communicate about either the content of or the procurement process pertaining to this procurement solicitation with any official, employee or other representative of the City except through the City's Purchasing Office. The City reserves the right to disqualify any vendor that initiates unauthorized communication with the City during the procurement phase.